

**Call for Proposals**  
**U.S. Embassy Public Affairs Section Grants Program**

**Deadline for Proposals is: August 11, 2015**

**Purpose of the program**

The U.S. Embassy Public Affairs Section Grants Program awards grants to Zambian non-profit and non-governmental organizations and independent media for projects that support the development of democratic institutions in the Republic of Zambia. Successful proposals will include a component that shares U.S. history, culture, or democratic and governance values through inclusion of case studies from the American experience, materials about U.S. case studies or policies, or sharing of U.S. experiences and information by a U.S. Government exchange program alumni.

**What projects do we fund?**

The Program is most interested in projects relating to:

- Promoting political awareness and participation among the public and/or among youth
- Promoting civic education and youth participation in civics, democratic processes, volunteerism, and community service
- Fostering: press freedom, balanced press coverage in advance of the 2016 general election, independent media, professionalism in the media
- Combatting corruption
- Promoting rule of law / effective administration in justice
- Empowerment of women and youth
- Promoting entrepreneurship and business development
- Human rights
- Environmental and wildlife protection

What projects are not funded?

The Public Affairs Section cannot fund:

- Projects supporting partisan political activity
- Humanitarian/social aid and charities or charitable activities
- Professional development for individuals, including conferences and trips abroad
- Commercial or trade activities
- Fundraising campaigns
- Scientific research
- Institutional development or support of an organization
- Activities that duplicate existing projects
- Individuals or organizations from outside of Zambia

What is the length of grants?

Grant periods can be for up to one year. (eg, September 1, 2015-August 31, 2016)

#### Evaluation criteria

The Public Affairs Section Grants Committee will evaluate proposals according to the following criteria:

- Relevance of topic
- Clarity in goals, activities, and target group
- Sensible budgeting
- Longer-term sustainability, where applicable
- The ability of the applying organization to successfully carry out the project aims.
- Inclusion of U.S. content in the program. How does the organization plan to share information about American history, culture, and/or values through this program?

We especially encourage innovative projects and budgets that include cost-sharing. The Public Affairs Grants Committee will consider all proposals that meet the criteria outlined above. If your preliminary application is under further consideration, we may ask you to come in for an interview or submit additional information.

What is the maximum amount of a grant?

The maximum Public Affairs Section Grant will be \$10,000. It is essential for you to provide a clear budget with a thorough and reasonable cost breakdown for the project, including specific categories for which the funds would be used.

How do organizations apply for grants?

Organizations must complete the following to apply for a grant:

- Complete U.S. form SF-424 “Application for Federal Assistance” found on the U.S. Embassy website at: <http://photos.state.gov/libraries/zambia/231771/PDFs/SF424forcompletionbygrantapplicants.pdf>
- Complete U.S. form SF-424A “Budget Information” found on the U.S. Embassy website at: <http://photos.state.gov/libraries/zambia/231771/PDFs/SF424Abudgetform.pdf>
- Complete U.S. form SF-424B “Assurances” found on the U.S. Embassy website at: <http://photos.state.gov/libraries/zambia/231771/PDFs/SF424Bassurancesform.pdf>

Please email one (1) copy of the above forms electronically to:

Subject: Public Affairs Grant Application

Phone: +260-357-000

POC: Priscilla Chimba

Email: [chimbapc@state.gov](mailto:chimbapc@state.gov)

Deadline: Aug. 11, 2015

What happens when the project is completed?

Upon completion of the project, all grantee organizations must submit progress reports as well as a final narrative with a complete accounting of all grant funds.